

**HANOVER-HORTON SCHOOL DISTRICT EMERGENCY DRILLS  
DOCUMENTATION FORM 5-2-3**

Date 11/12/18

Emergency Drill # 4

School Year 2018

**Type of Drill**

**Time of Drill** 9:29 (AM) PM

Fire Drill ( 5 required )

Standard

Tornado Drill ( 2 required )

Class Change

Lockdown / Shelter in Place Drill ( 3 required )

Recess

Other Events

Reporting School Building Hanover Horton Elementary

Exact time required to evacuate 2 minutes 50 seconds 9:31:50 *Real Time Completed*

Total Participants 565

Remarks All rooms closed & windows shut.

**Staff Conducting Drill**

Joe Ayers/Principal  
Name / Title

Annie Bevier/ISS  
Name / Title ASST

Katie Foley/sub for:  
Name / Title Teri Bapst

**Drill Coordinated With:**

Emergency Management Coordinator \_\_\_\_\_  
Name / Title

Law Enforcement \_\_\_\_\_  
Name / Title

Fire Designee \_\_\_\_\_  
Name / Title

Joe Ayers, Principal  
*Joe Ayers*